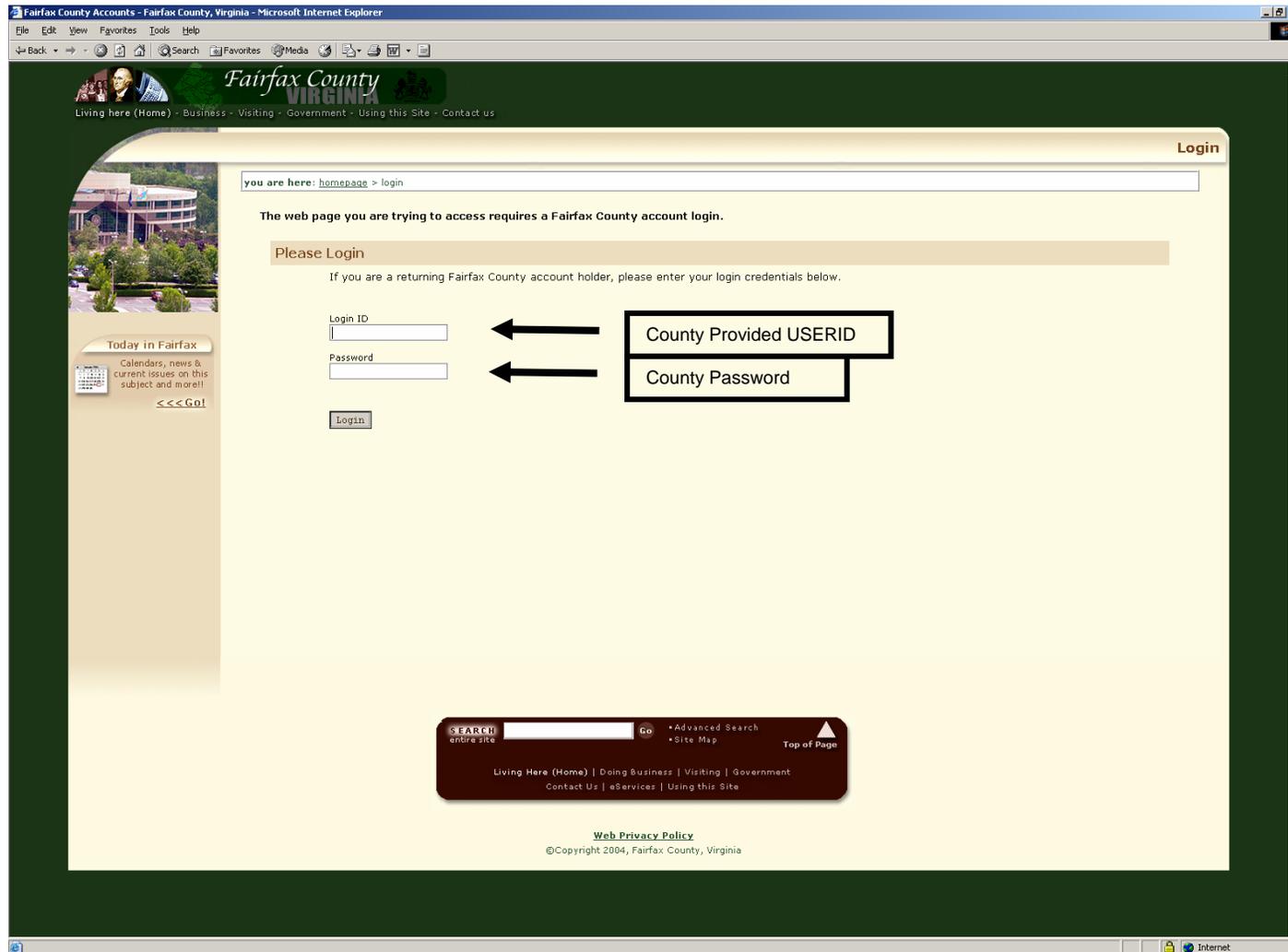


The Circuit Court of Fairfax County will be implementing some major changes to the Court's Public Access Network (CPAN) in the very near future. In an effort to outline these changes, we have prepared this document and are including copies of what the new screens will look like. We will also be providing a new internet address for the site once we finish our development and testing.

The most significant change is the use of a new login screen. This feature will allow our customers to log into CPAN from any location and will **eliminate** the need for static IP addresses!



The first time customers log into the system they must enter their county provided USERID and "temporary" password. A second screen will then open requiring a change of the "temporary" password to a new password. Once completed, the customer will be routed to the new home page.

No changes have been made to the normal web inquiries like Land Records, Marriage Licenses, Judgments, etc. Clicking on the highlighted items shown below will open a new mainframe window automatically. MochaSoft software will no longer be supported.

**Fairfax County** Court Public Access Network

HELP

Report Problem

Logout

**Search Functions:**

- Charters
- Civil
- Criminal
- Fictitious Name
- Financing Statements
- General District Court Civil/Small Claims
- Judgments
- Land Records
- Marriage Licenses
- Notary
- Plan and Agreement
- Probate
- Real Estate Information
- Service
- Index Book Images (for early dates on all book types)

**Other Functions:**

- CABS Account Status
- Cover Sheet Generation and Fee Pre-Calculation
- Data and Image Availability

Pressing these selections will route you to the new mainframe screen

**Please be aware:** Real estate tax payment and delinquency information will be temporarily frozen after June 30.



Click on the CPAN home page task button on the toolbar at the bottom of the Windows screen to return to the home page. The next major change involves the display of the Department of Taxation's (DTA) Real Estate Information.

**Fairfax County** Court Public Access Network

Report Problem  
Logout  
HELP

**Search Functions:**

- [Charters](#)
- [Civil](#)
- [Criminal](#)
- [Fictitious Name](#)
- [Financing Statements](#)
- [General District Court Civil/Small Claims](#)
- [Judgments](#)
- [Land Records](#)
- [Marriage Licenses](#)
- [Notary](#)
- [Plan and Agreement](#)
- [Probate](#)
- [Real Estate Information](#)
- [Service](#)
- [Index Book Images](#) (for early dates on **all** book types)

**Other Functions:**

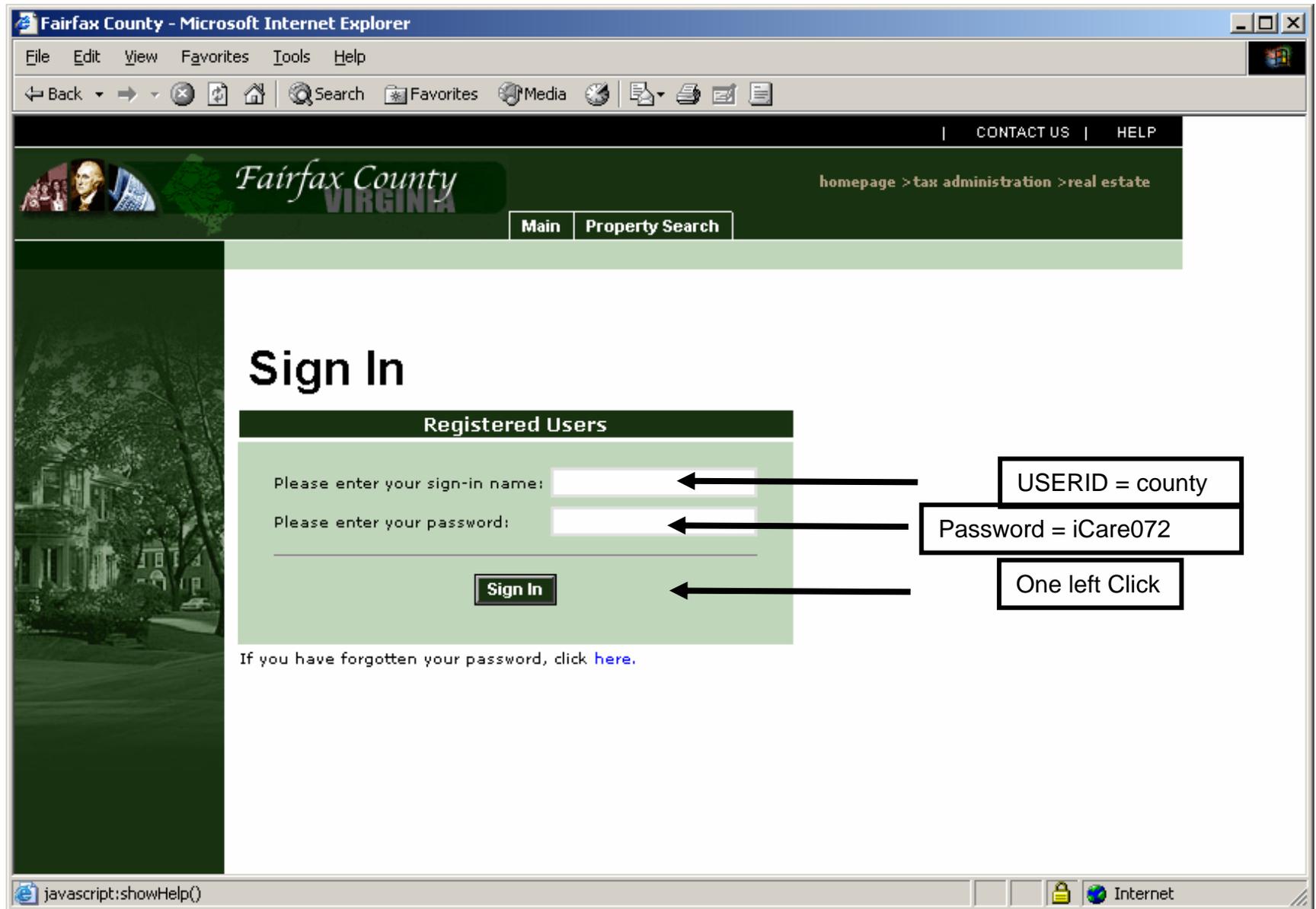
- [CABS Account Status](#)
- [Cover Sheet Generation and Fee Pre-Calculation](#)
- [Data and Image Availability](#)

→ Pressing this selection will route you to the next screen

**Please be aware:** Real estate tax payment and delinquency information will be temporarily frozen after June 30.

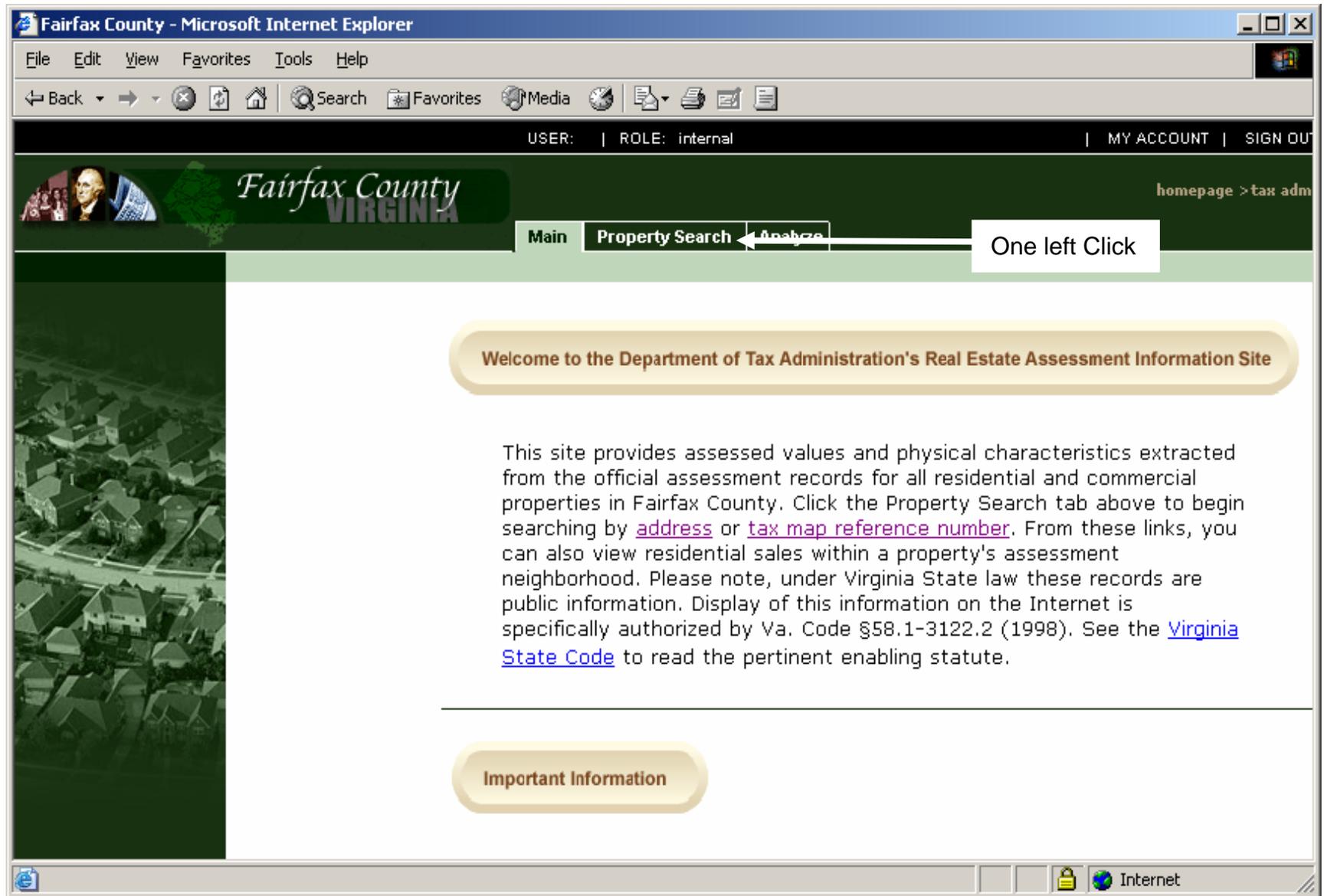
Clicking on the Real Estate Information link routes the customer to a new login screen to gain access to the DTA information.

The USERID and password are unique to this screen and all customers will use them to gain access to the data. The password is case sensitive and must be entered as shown.

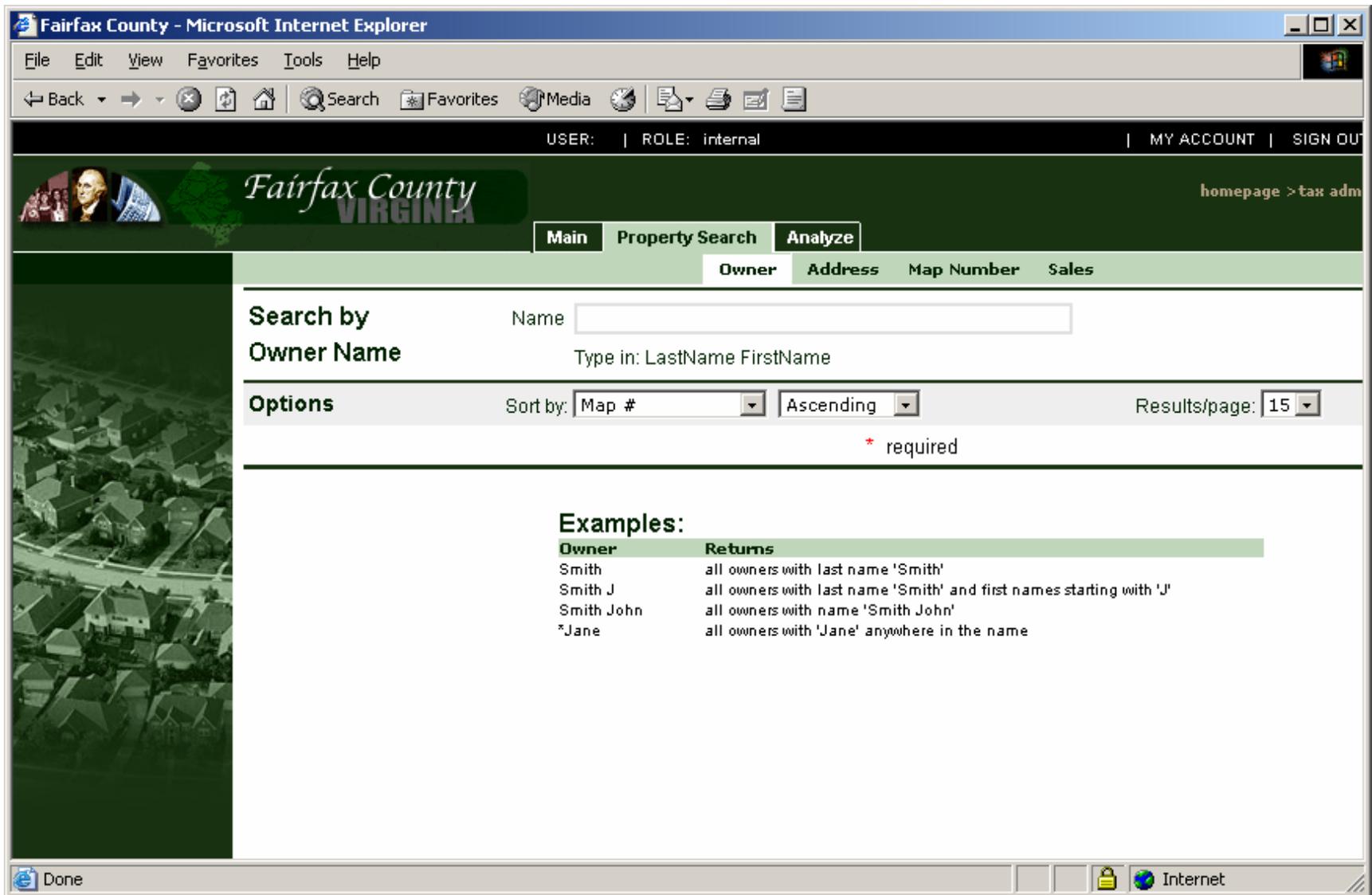


Successful login will take the customer to the following web page.

The Welcome page contains a tab entitled Property Search. This is the only link customers should use. Clicking on any other link will not permit access to the owner and accounts receivable searches.



This is the web page for performing Owner searches.



Clicking on the Address tab will open the next screen.

This is the web page for performing Address searches.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Fairfax County website. The browser title is "Fairfax County - Microsoft Internet Explorer". The address bar shows the URL "http://www.fairfaxva.gov". The page header includes the Fairfax County logo and navigation links for "Main", "Property Search", and "Analyze". The "Analyze" tab is active, and the "Address" sub-tab is selected. The search interface includes a "Search by Property Location" section with input fields for "No", "Street\*", and "Suffix". The "Options" section includes "Sort by: Map #", "Ascending", and "Results/page: 15". A note indicates "\* required". Below the search options, there is an "Examples:" section with a table of search examples.

Number	Street	Suffix	Returns
	Winding Oak		all occurrences of 'Winding Oak'
	*Tree		all occurrences of streets ending with 'Tree'
158	Ware	St	all occurrences on streets matching '158 Ware St'
123	Main		all addresses matching the address '123 Main'

(Use \* as the wildcard character)

Clicking on the Map Number tab will open the next screen.

This is the web page for performing Map Number searches.

Fairfax County - Microsoft Internet Explorer

File Edit View Favorites Tools Help

USER: | ROLE: internal | MY ACCOUNT | SIGN OUT | HE

Fairfax County VIRGINIA homepage > tax administrat

Main Property Search Analyze

Owner Address Map Number Sales

**Search by Parcel ID** Parcel ID\*   
Enter all or part of the number

**Options** Sort by: Map #  Ascending  Results/page: 15

\* required

**Instructions:**  
The Tax Map Reference Number is an alphanumeric string up to 14 characters long that uniquely identifies a parcel. The number has four main sections:

- Map Book Page number (4 digits)
- Subdivision (2 digits) - commonly referred to as "double circle number"
- Block (2 alphanumeric characters) - not included in all map reference numbers
- Parcel or Lot (4 digits and/or 2 alphanumeric characters)

To search by Tax Map Reference Number, all or part of the number can be entered. Search results will be returned for all partial matches of the entered number. A specific property can then be selected from the search results page. Note that the \* (asterisk) character is a wild card and will match any string of characters.

**Examples:**

Enter	For
030404	all properties with a map number beginning with 030404
030404B0041A	the specific property with tax map number 030-4-04-B-0041-A
*30404B	all properties with a map number containing 30404B

(Use \* as the wildcard character)

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Internet

Clicking on the Sales tab will open the next screen.

This is the web page for performing Sales searches.

The screenshot shows a web browser window titled "Fairfax County - Microsoft Internet Explorer". The browser's address bar and menu bar are visible. The page header includes the Fairfax County logo and navigation links: "USER: | ROLE: internal | MY ACCOUNT | SIGN OUT | HE". The main navigation menu has tabs for "Main", "Property Search", and "Analyse". Below this, there are sub-tabs for "Owner", "Address", "Map Number", and "Sales". The "Sales" tab is active, displaying a "Sales Search" form. The form includes a "Criteria" dropdown menu set to "Sale Amount", input fields for "Minimum Value" and "Maximum Value", and a "Current search criteria" text area. Below the form are buttons for "Add", "Edit", "Remove", "Remove All", and "Save/Load". An "Options" bar at the bottom of the form area contains "Sort by:" dropdowns set to "Ascending" and "Results/page:" dropdowns set to "15", along with a "SEARCH" button. The browser's status bar at the bottom shows "Done" and "Internet".

Fairfax County - Microsoft Internet Explorer

File Edit View Favorites Tools Help

USER: | ROLE: internal | MY ACCOUNT | SIGN OUT | HE

Fairfax County VIRGINIA homepage > tax administrat

Main Property Search Analyse

Owner Address Map Number Sales

Sales Search Criteria: Sale Amount

Minimum Value:  Current search criteria

Maximum Value:

Add Edit Remove Remove All Save/Load

Options Sort by:  Ascending Results/page: 15 SEARCH

Done Internet

The customer may leave the Property Search screen open and return to the CPAN home page by clicking on the Windows toolbar icon. There will be three windows open for CPAN users (CPAN home page, Mainframe and Real Estate Information) and transporting from one window to the other is as easy as clicking on the toolbar.

Once searches are complete, customers are asked to log out of the system as follows:

Sign out of the Real Estate Information as shown below. The customer will be returned to the Real Estate login screen in the event a new login is required. If not, close the Real Estate login screen window by clicking the X in the upper right corner or file/exit.

When finished, click

USER: | ROLE: internal | SIGN OUT | MY ACCOUNT | CONTACT US

homepage > tax administration >

Main Property Search

Owner Address Map Number

**Search by Parcel ID** Parcel ID\*   
Enter all or part of the number

**Options** Sort by: Map #  Ascending  Results/page: 15

\* required

The Tax Map Reference Number is an alphanumeric string up to 14 characters long that uniquely identifies a parcel. The number has four main sections:

- Map Book Page number (4 digits)
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To search by Tax Map Reference Number, all or part of the number can be entered. Search results will be returned for all partial matches of the entered number. A specific property can then be selected from the search results page. Note that the \* (asterisk) character is a wild card and will match any string of characters.

**Examples:**

Enter	For
030404	all properties with a map number beginning with 030404
030404B0041A	the specific property with tax map number 030-4-04-B-0041-A
*30404B	all properties with a map number containing 30404B

(Use \* as the wildcard character)

There are two new features available on the CPAN home page. The first feature allows customers to submit problems to the help desk by clicking on the report problem tab.

Fairfax County Circuit Court CPAN - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.fairfaxcounty.gov/cpan/index.cfm>

**Fairfax County** **Court Public Access Network** **HELP** **Report Problem** **Logout**

Should a problem be found.

**Search Functions:**

- [Charters](#)
- [Civil](#)
- [Criminal](#)
- [Fictitious Name](#)
- [Financing Statements](#)
- [General District Court Civil/Small Claims](#)
- [Judgments](#)
- [Land Records](#)
- [Marriage Licenses](#)
- [Notary](#)
- [Plan and Agreement](#)
- [Probate](#)
- [Real Estate Information](#)
- [Service](#)
- [Index Book Images](#) (for early dates on *all* book types)

**Other Functions:**

- [CABS Account Status](#)
- [Cover Sheet Generation and Fee Pre-Calculation](#)
- [Data and Image Availability](#)

**Please be aware:** Real estate tax payment and delinquency information will be temporarily frozen after June 30.

Done Internet

Below is a sample of what this screen may look like. Completely filling out the form will assist in resolving the customer's problem. Click **submit** to send the message.

Untitled - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Date/Time:  Company:

Customer ID:  Phone:

Name:  Email Address:

Operating System: XP  2000  ME  98

Where did problem occur:

Initial Login  CPAN Home Page  DTA Login  DTA Page  Mainframe Page

Problem:

Error Message:

Result: Close Session Screen  Other:

Add Attachment:

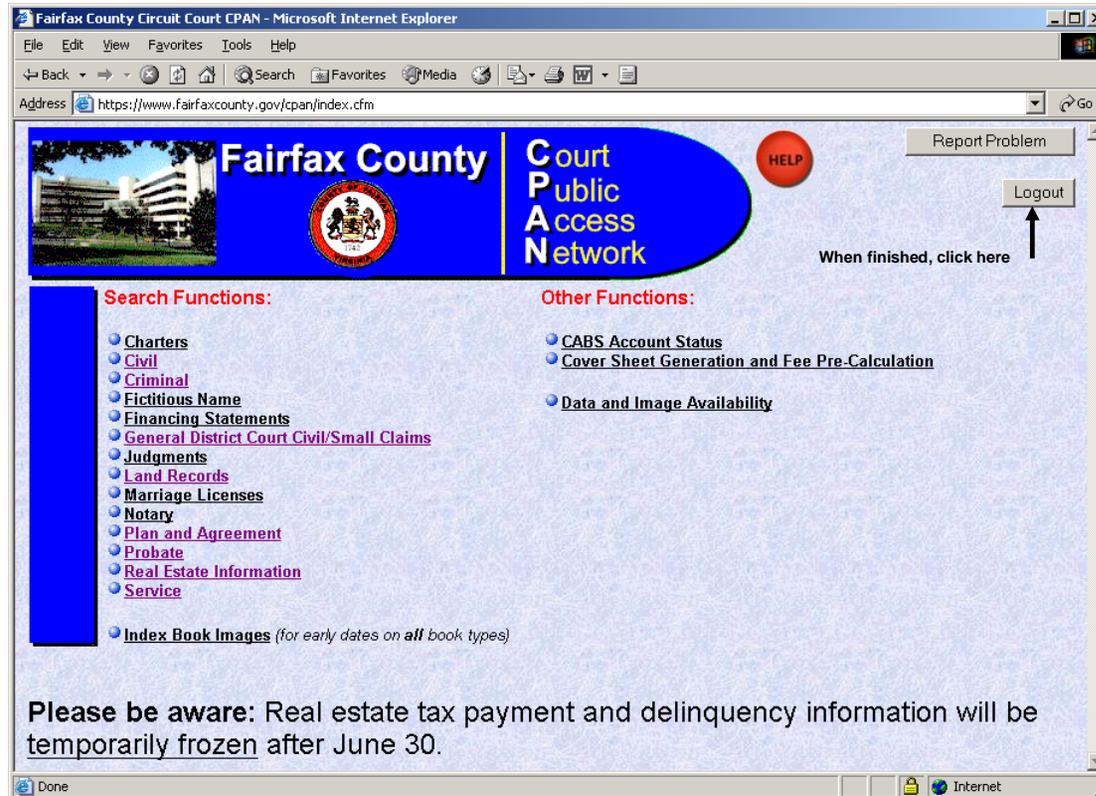
Done Internet

The second feature is how customers exit CPAN:

First, sign out of the Real Estate information screen as discussed earlier. Close the window.

Second, log off the mainframe as usual by clearing the window of data and typing **cesf logoff**. The customer will return to the main CICS screen. Close this window by clicking the X in the upper right corner or file/exit.

At this time only the CPAN home page should be available for use. The customer may open any new windows merely by clicking on the desired function, but should log off when finished as discussed above. From the CPAN home page click the Logout tab and the customer's session will be ended.



Customers should be aware that the CPAN web page and Real Estate information screens **will time out if not used for 2 hours**. There is no change in the time-out for the mainframe connection.